

## Home Directory File Storage Quota Frequently Asked Questions (FAQ)

If you have additional questions, please contact the UITS Northwest Support Center. HH

108 – [iunhelp@iun.edu](mailto:iunhelp@iun.edu) – (219) 981-4357 (HELP)

- **What is a Home Directory File Storage quota?**

Quota is the maximum amount of disk space you are allowed for your Home (H: drive) directory where you keep work related files you do not share with other members of your department.

- **Why are quotas being allocated?**

Quotas are being allocated to avoid inadvertently filling up storage space which will deny access to other users and to conserve resources so our technology dollars can go where the need is greatest.

- **What is my quota?**

Starting May 30, your quota can be found on your Home directory (H: drive) in Windows or your Shared drive on a Mac. You should see your maximum allotment and how much you are currently using. Contact the Support Center if you have any problem finding your drive.

- **What should I do to stay under my quota?**

Clean out old, unused, and unneeded files. Move shared files to your departmental shared drive or a box account. Move personal files to a box account or to your personal computer. Set up an IU Research File System (RFS) account (see below).

- **What happens when I am near my quota?**

An email warning will be issued when you reach 85% of your allocated storage.

- **What happens if I go over my quota?**

The system will not allow you to save anything that will cause you to exceed your quota. You will see an immediate message stating you do not have enough space to save your current work.

- **Do I have to remove all of the files in my Home Directory (H:)?**

No. Frequently accessed work-related files not authored or used by other members of your department may remain if there is room. Personal files, shared files, copies of program installation files, and outdated backup files should be deleted or moved to other resources.

- **Where should I save my files?**

Consider the following options to reduce or relocate files/data:

**Shared Departmental network folder:** Move work related files used by more than one member of your department to the department's shared folder.

**Box:** The IU Box Service provides 50 GB of no cost easy to access online storage. This is a good place for your personal files and any institutional information classified as "public" or "university-internal". You can access your Box account from any location that has an internet connection. You can also use your Box account to selectively share files with anyone who has an email address—including family members and colleagues who are not part of IU.

**Research File systems (RFS):** Research and work files can be stored on the Research File System (RFS) drive. Home directories on IU's RFS allow you to store 100 GB of data. This remote storage is the easiest and quickest to access. Once established, you access your RFS account the same way you currently access your Home and Departmental drives. The Support Center will be happy to help you create this account.

**Scholarly Data Archive (SDA):** Storage service offered to IU graduate students, faculty, and staff needed for archiving extremely large infrequently-accessed data files. This is the best place for large amounts of infrequently accessed research data. The SDA is often used in conjunction with an RFS account.

- **Are the RFS and SDA as safe as our local network storage locations?**

Even safer! Not only are they backed up every night, there are redundant systems at IUB and IUPUI in case something happens to either location. These two systems provide advanced and reliable storage services for Indiana University researchers.

- **How can I get an RFS or SDA account?**

Any faculty, staff or graduate student may request a SDA or RFS account via the Account Management system. (Undergraduate students and part-time employees must get a faculty or staff person to sponsor an account.) For additional information about SDA or RFS visit the IU Knowledge Base.

- **Can I request a quota increase on my Home (H:) drive?**

Please contact the Support Center to request an increase to your quota.